AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**SPECIALIST MENTAL HEALTH**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**PRF 5**	DUTY DAYS:	**197**	DATE REVISED:	**04/10/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A Master's Degree and be a State licensed mental health professional with an LPC, LMFT, LCSW or with a LMSW is required. The incumbent must have a minimum of five (5) years of successful related experience, including three (3) years of counseling. Teaching, special education and/or school experience is preferred. Must be able to travel during the work day via own transportation. Incumbent must be able to read, write, and converse fluently in English. Proficiency in English and Spanish is preferred. Incumbent must have the ability to obtain a valid Texas driver's license.

SKILL REQUIREMENTS:

This position requires knowledge of evidence-based counseling techniques and methods that emphasize practical and immediate applications in the education setting. The incumbent must have the ability to interpret a variety of local, state, and federal guidelines, laws, and regulations involved in providing mental health services to students with disabilities within the educational setting. Good judgment is required to protect the rights of students with disabilities, maintain confidentiality and work within the structure of the school setting. Diplomacy and problem-solving abilities are necessary to help the range of students with severe disabilities and the staff served by the incumbent. The incumbent must prioritize the needs of many students and multiple campuses and professionally manage time for a variety of demands.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent therapeutically supports special education students who demonstrate a need for counseling as a related service in order to benefit from Special Education. The incumbent conducts counseling as related service evaluations to assist in determining students eligible for special education counseling, provides therapeutic related service counseling as needed, and supports the Special Education Team with consultation, advocacy, and professional development in mental health issues. Services are provided consistent with all applicable professional standards. Proper records are maintained per licensure requirements and school district standards. An understanding is maintained of local, state, and federal standards regulating mental health services in the educational setting. The incumbent maintains professional licensure by attending professional development and affiliations with professional organizations.

ESSENTIAL FUNCTIONS:

- Complete assessment procedures and collect data as indicated to evaluate whether students who require counseling as a related service as specially designed instruction.
- Fully comply with all federal and state special education timelines and regulations, as well as consistently meet or exceed all district productivity standards for completion of evaluations and/or services, IEP management, and documentation of services as based on AISD's Operating Procedures, AISD's Evaluation Manual, and job-specific roles and responsibilities.
- Work collaboratively as part of a multidisciplinary evaluation team to ensure the completion of high-quality evaluations within required timelines and in alignment with the District's operating procedures.
- Use evidence-based tools and strategies to evaluate and/or serve students that respect diverse cultural backgrounds, including race, ethnicity, language, disability, and socioeconomic status.

- Promote inclusive opportunities and equitable access for students with disabilities through collaboration with ARD committee members, including campus administrators, teachers, parents, and other service providers.
- Accurately and timely document services through the district's digital management system in alignment with defined operating procedures and expectations.
- Prepare and complete counseling as a related service evaluations and reports to assist ARD Committees in determining appropriate programming for students.
- Provide individual or group counseling to students as based on the individual student's evaluation for counseling as a related service, per each assigned student's IEP.
- Assist campus staff in developing specialized programming for special education students with significant mental health needs.
- Serve as communication facilitator between students, parents, and teachers.
- Develop and progress monitor counseling goals and objectives as part of ARD Committees.
- Maintain student progress reports and service delivery records in Austin ISD's Data Management System.
- Consult with parents, students, school staff and private providers as needed to obtain relevant information related to the students' educational progress.
- Maintain licensure and certification via professional development through attending workshops, reviewing literature, and collaborating with colleagues.
- Advise families of mental health resources within the school, district, and community.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: District issued laptop; and peripherals, and other instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

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Lifting: Regular light lifting and carrying (less than 15 pounds); may require occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist non-ambulatory students, and lift and move adaptive and other classroom equipment

Environment: School or classroom; potential exposure to biological hazards, bacteria, and communicable diseases; requires districtwide travel

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours; Work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

This position reports directly and will work under appropriate supervisor of the department. More detailed instruction may be given in unusual cases or as directed by laws and regulations. The incumbent independently makes decisions on daily activities. Supervisor periodically reviews final work. Work relationships are with students, parents, school staff, and a variety of community representatives.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	